

STUDENT NAME: \_\_\_\_\_ CAMPUS ID# 000 \_\_\_\_\_

## 2017-2018 FAFSA Verification Form

Please carefully read, **refer to the instructions, and [access our website](#) for useful guidance and tips.**

- Gather your tax form copies for 2015; you may need to refer to them to complete questions on this form.
- Verification reviews may take between 2 to 3 weeks for processing once *all* the documents have been received. You must submit your documents within **three weeks** from your official notice date. Failure to comply within this timeframe may result in the cancellation of **all** need-based aid, and the student will be responsible for the larger balance due accordingly. Please [consult our office policies](#) for ramifications of a past due tuition balance.
- Counselor requests for additional information will appear on **Self-Service**> *Financial Aid*> *Follow-up*, and email.
- Please **PRINT** your responses below in blue or black ink.

### ❖ SECTION A: Household Information

**Independent Students:** Check any criteria below that apply to you. Further documentation may be requested.

- Born before 1/1/94     Married     Master's degree     Veteran status     Supporting your child; supporting a dependent who lives with you     foster care/ward of court     state court designation as emancipated minor/legal guardianship     Unaccompanied youth/homeless status by school district, US HUD, or director of youth/homeless center

**In the chart below, list the people in your household, including:**

- Yourself, and your spouse if you have one;
- Your children, if you will provide more than half of their support from July 1, 2017 to June 30, 2018; and
- Other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2017 through June 30, 2018

**Dependent Students** (If you were required to list parent information on the FAFSA)

**In the chart below, list the people in your parent(s)' household, including:**

- Yourself *and* your parent(s) – include stepparent, if applicable
- Your siblings, including parent(s)' other children if your parent(s) provides more than half of their support from July 1, 2017 – June 30, 2018, even if they do not live with your parent(s).
- Other people who currently live with your parents, receive more than half of their support, and will continue to receive more than half of their support from your parent(s) from July 1 2017 – June 30, 2018.

Full Name	Age	Relationship to Student	✓ if parents provide > 50% support	Name of College if Currently Attending*
		SELF		MANHATTAN COLLEGE

Include college name for any **non-parent** household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *Attach another sheet if more space is needed.*

❖ **SECTION B: Parents' Marital Status** Their status when you filed your 2017-2018 FAFSA (Select one):

- Single/Never Married     Married     Remarried     Separated     Divorced     Widowed

If **Single/Never Married** or **Separated**, you must complete the [Proof of Parental Separation Form](#). Separations must be verified as legal/physical and financial. If these criteria are not sufficiently documented we may have to include both parents' income, even if taxes were filed separately. This form must be filed each year if selected for verification.

If **Divorced**, you must provide a full copy of the [divorce decree](#) from the most recent divorce proceeding. Check here \_\_\_\_ if a divorce decree is already on file with our office. We will only request this once throughout your enrollment at Manhattan College, unless the divorce decree is revised in any way.

If **Widowed**, you must provide a copy of your spouse's [death certificate](#). Check here \_\_\_\_ if this is already on file with our office. We will only request this once throughout your enrollment at Manhattan College.

❖ **SECTION C: Student Federal Income:** One option must be checked below, as a Filer or Non-Filer:

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**Tax Return Filers** – For students who filed a 2015 federal tax return (1040, 1040A, 1040EZ).

- I, the student, used the IRS Data Retrieval Tool in FAFSA to verify my 2015 income.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **Attached is my 2015 IRS Tax Return Transcript** – not a photocopy of the income tax return; order a transcript from [irs.gov](http://irs.gov). **Attach copies of issued 2015 W-2 wage statements from all employers**

**Tax Return Non-Filers** – Complete the table below. **Attach copies of issued 2015 W-2 wage statements from all employers.** Attach another sheet if more space is needed.

- I, the student, was not employed and had no income earned from work in the calendar year 2015.
- I, the student, was employed in 2015. Listed below are the names of my employer(s) and the amount earned from each, even those who did not issue a W-2 form. **[If you did not file taxes, please note a verification of non-filing letter is required from the IRS and it is not an indication of whether filing was required for the year]**

Employer's Name	2015 Amount Earned	IRS W-2 Copy Attached?
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued

✦ **SECTION D: Parent Federal Income:** One option must be checked below, as a Filer or Non-Filer:

**Tax Return Filers** – For students who filed a 2014 federal tax return (1040, 1040A, 1040EZ).

- I/We, the parent(s), used the IRS Data Retrieval Tool in FAFSA to verify my 2015 income.
- I/We, the parent(s), is unable/choose not to use the IRS Data Retrieval Tool in FAFSA. **Attached is my 2015 IRS Tax Return Transcript** – not a photocopy of the income tax return; order a transcript from [irs.gov](http://irs.gov). **Attach copies of issued 2015 W-2 wage statements from all employers**

**Tax Return Non-Filers** – Complete the table below. **Attach copies of issued 2015 W-2 wage statements from all employers.** Attach another sheet if more space is needed.

- I/We, the parent(s), was not employed and had no income earned from work in the calendar year 2015.
- I/We, the parent(s), was employed in 2015. Listed below are the names of my employer(s) and the amount earned from each, even those who did not issue a W-2 form. **[If you did not file taxes, please note a verification of non-filing letter is required from the IRS and it is not an indication of whether filing was required for the year]**

Employer's Name	2015 Amount Earned	IRS W-2 Copy Attached?
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued
	\$	<input type="radio"/> Yes <input type="radio"/> Not Issued

✦ **SECTION E: Child Support Paid** Did any parent listed in *Section A* above, or yourself, the student, **pay** child support in 2015?

- Yes – complete the table below. **Attach documentation for the total amount of child support paid in 2015.**
- No, no one in the household paid child support

Name of Person Who Paid Child Support	Name of Person To Whom Child Support Was Paid	Name of Child For Whom Support Was Paid	Age of Child For Whom Support Was Paid	Amount of Child Support Paid in 2015
				\$
				\$
				\$

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*If more space is needed, please attach separate page.*

**❖SECTION F: Untaxed Income for Parent(s) and/or Student**

Did any household member listed in *Section A* above, or yourself, the student, receive SNAP benefits or Food Stamps in 2014, 2015, or both years?

- Yes, someone in the household did. **Attach the household's annual SNAP earnings statement for 2015.**  
 No, no one in the household did

List all sources of untaxed income below. Attach annual earnings statements for 2015 where requested.

Annual Sources of 2015 Untaxed Income Amount	Student	✓ if none	Parent	✓ if none
Supplemental Nutrition Assistance Program (SNAP, Food Stamps) <b>Attach statement from issuing agency.</b>	\$		\$	
Payments to tax-deferred pension/savings plans (Box 12 on W-2) <b>Attach statement from issuing agency.</b>	\$		\$	
Total of child support <b>RECEIVED BY YOU</b> for all children	\$		\$	
Living allowances (military, clergy, other)	\$		\$	
Veterans' non-education benefits	\$		\$	
Money received or paid on your behalf (e.g., gifts, bills)	\$		\$	
Other untaxed income (e.g. workers' compensation, soc. sec. disability)	\$		\$	

**Real Estate Asset Information:**

**Please enter the amounts listed on Line number 17 of your 1040:** \_\_\_\_\_ (If none, enter -0-)

If you own rental real estate property **other than your primary, single-home residence**, complete the table below.

**Attach a copy of 2015 Schedule E from your federal tax return.** Attach another sheet for additional properties.

Asset Address	Year Acquired	Purchase Price	Current Market Value	Mortgage Balance Remaining
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

**❖SECTION G: Certification and Signatures – Student & Parent**

The student and one parent (for dependent students) must sign below, certifying the accuracy of the information provided on this form.

By signing this worksheet, I/we certify that all information reported on it is true and correct. If I receive financial aid based on false or misleading information, I may lose financial aid or repay financial aid for current and previous years and possibly forfeit my right to future financial aid applications. **If you purposely give false or misleading information on this worksheet, you may be reported to the federal Office of Inspector General and to the Dean of Students.**

\_\_\_\_\_  
**Student Signature / Date**

\_\_\_\_\_  
**Parent Signature / Date**

**P PLEASE RETURN ALL FORMS AND DOCUMENTATION TO: (Mail, Email or Fax)**

Email to [verification@manhattan.edu](mailto:verification@manhattan.edu) preferred – scan as PDF; include the student's last name and ID in the filename.